POSITION ANNOUCEMENT
TENNESSEE DEPARTMENT OF HEALTH
Business Analyst Sr.
Information Technology Services Division

The Mission of the Tennessee Department of Health (TDH) is: Protect, promote and improve the health and prosperity of people in Tennessee. The Department serves over 6.45 million Tennesseans, along with those who visit our state, are touched directly or indirectly by TDH operations. One in five, some 1.4 million people, are directly served each year through a network of 89 rural and six metropolitan county health departments, while others are impacted by inspections of restaurants, healthcare and related facilities; registration or receipt of vital records; protection from communicable illness; licensing of health professionals; specialized laboratory testing and other many other services and programs.

Job Responsibilities:
The Business Analyst Sr. position reports directly to the Director of the Project Management Office (PMO) in the Information Technology Services Division (ITSD).

Duties for this position include:
- Responsible for providing supervisory or lead duties of routine difficulty and performs process improvement and technology needs analysis of considerable difficulty; works with all project stakeholders to identify and confirm resource availability throughout the project lifecycle; mentors, monitors, and assists less experienced business analysts to achieve maximum results on assignments.
- Coordinates efforts with the Business Units, Vendors, and Technical Staff for gathering and documenting requirements; Collaborates with Business Units and Technical Staff for functional testing and user acceptance testing.
- Works closely with the Project Managers to identify and resolve project needs using Planview, SharePoint applications, and other PMO tools to track project artifacts and transactions, risk and issues, weekly progress, project members, etc. In absence of project manager (PM), the Business Analyst (BA) may need to act as the PM temporarily.
- Builds and maintains relationships with Department of Health Leadership/project sponsors, product owners, and technical and non-technical staff.

Minimum Qualifications:
Graduation from an accredited college or university with a bachelor's degree and four years of professional level experience in any one of the following areas: Applications or systems programming, or systematic analysis of overall work processes for business or information systems. One of the four years must include: analyzing or defining systems and users requirements for minicomputers, microcomputers, mid-range computers, distributed systems, other computer systems; or agency specific business experience.

- Strong written and oral communication skills
- Strong interpersonal skills
- Exceptional skills at report writing and making technical presentations
- Technically competent with various software programs, such as: Project, Word, Excel, Visio and Power Point
- Extensive experience with SDLC (Systems Development Life Cycle) methodology
- Strong experience and ability to coach and mentor assigned staff

The ideal candidate would have in addition to the minimum qualifications:

- Strong understanding of computer technologies
- Minimum of 3-4 years of programming experience is a plus
- Strong leadership and communication skills
- Experience in creating an effective team environment, building strong relationships, negotiation, solving problems and issues, resolving conflicts, managing resources in a matrix environment, communicating and influencing effectively at all levels of an organization.
- Experience with Agile/Scrum technique

This is an executive service position reporting to the Director of the Project Management Office. Interested applicants should send a resume to Carole Sumner (Carole.Sumner@TN.gov). The State of Tennessee is an equal opportunity, equal access, affirmative action employer.